

# Minutes

**Meeting Title:** Penzance Town Deal Extraordinary Board

**Date:** 21<sup>st</sup> June 2021

**Time:** 08:00 to 08:30

**Location:** Microsoft Teams

**Chaired by:** Martin Tucker

**Attendees:** Voting Members: Dick Cliffe (DC), Henry Garfit (HG), Jonathan How (JH), CC Thalia Marrington (TM), CC Jim McKenna (JM), Jess Morris (JM), Rob Parsons (RP), Sarah Shaw (SS), Derek Thomas MP (DT), Martin Tucker (MT), Tim Wotton (TW), Rachel Yates (RY).  
Non-Voting Members / Officers: Beth Briggs (BB), James Hardy (JHa), Claire Hurley (CH), Hester Hunt (HH), Emily Kent (EK), Megan McClary (MM), Phill Woods (PW).

**Apologies:** Tim Dwelly (TD), Susan Stuart (SSt)

## Minutes

## Action

### 1 Welcome and Apologies

- Apologies had been received as noted above.
- MT congratulated and thanked everyone for the excellent result of £21.5m funding award. With special thanks noted to CH for all her work.
- MT noted that the revised Board membership would be confirmed at the Board meeting on 28<sup>th</sup> June.

### 2 Declaration of Interests

- RY noted that the Gardeners' House project included in the TIP had approached Sustainable Penzance regarding potential collaboration.

### 3 Heads of Terms, to include:

#### a. Confirmation of award of funding from Government

- The letter from the Secretary of State had been circulated with the agenda pack, confirming the offer to Penzance Town Deal board of £21.5m.

**b. To agree HoT and next steps**

- A paper had been circulated with the agenda pack and PW provided an overview of this.
- PW noted that the offer represented 90% of the funding requested which was a better than average result.
- PW advised that, should the Board approve signature of the HoTs by the Chair, signature by Cornwall Council's CEO was lined up for later in the week.
- PW advised that he had consulted with the legal team who were happy with the letter, advising that it was not legally binding and acted as a memorandum of understanding.
- It was noted that, following signature of HoTs, there was a two-month window for confirming projects and re-prioritising funding allocation.
- This period of time would also be used to consider the conditions placed against the Enterprise Grant scheme and how these would be addressed.
- JMck noted that 'Gardeners' had been incorrectly spelt as 'Gardners' twice in the letter.
- The Board unanimously agreed that MT sign the letter.
- PW advised that MT's signature would be added to the document, along with Kate Kennally's later in the week and that Cornwall Council would submit the signed letter to Government.

**4 AOB**

- MT requested that, prior to the Board meeting on 28<sup>th</sup> June, all Board Members consider their views on how best to cut £2.35m from the budget in order to deliver projects within the awarded funding.
- **ACTION:** all Board Members to consider funding allocation
- MT invited Members with any thoughts prior to the meeting to share them with the Board via email.
- PW confirmed that the budget could be cut from any number of projects, or a project could be removed.
- PW noted the Arcadis Post Submission Assessment which had been circulated the previous week and how this would be used to inform decision making on project readiness etc.
- CH advised that she would recirculate the TIP2 spreadsheet along with a link to the Arup project prioritisation tool on the Towns Fund website.
- **ACTION:** CH to circulate TIP2 and Towns Fund link
- It was noted that the first stage in the process was to consider Board views on the way the funding should be allocated and then it was important to engage with project leads.

Board

CH

- The Board also noted the importance of keeping in mind the balance of delivery of project outcomes, to ensure the original vision of the Board and the government requirements for economic growth delivery were realised.
- MT advised that he would meet with CH and RP prior to the next Board meeting.
- **ACTION:** MT, CH, RP to meet before Monday 28<sup>th</sup> June.

MT / CH  
/ RP